



Michigan Supreme Court

State Court Administrative Office

Field Services Division

Michigan Hall of Justice

P.O. Box 30048

Lansing, Michigan 48909

Phone (517) 373-4835

Ryan P. Gamby
Director

MEMORANDUM

DATE: August 26, 2021

TO: Circuit Court Judges
District Court Judges
Probate Court Judges
Court Administrators
Probate Registers
Authorized Users of the Caseload Reporting System
Case Management System Providers

FROM: Rebecca Schnelz, Forms and Resources Analyst

RE: Revised SCAO 18, District Court Caseload Reporting Form and Instructions
Revised SCAO 22, Probate Court Caseload Reporting Form and Instructions
Revised SCAO 31, Circuit Court Caseload Reporting Form and Instructions

The caseload reporting forms and instructions for circuit, district, and probate court have been revised and updated. Please see below for details.

[SCAO 18, District Court \(Page 13, Part 4; Misc. pages to update forms and citations\)](#)

Revisions have been made to include instructions regarding cases included in a pilot project. Additional corrections have been made to update citations and court forms.

Any necessary revisions should be made in case management systems during 2021 for reporting 2022 case year numbers.

[SCAO 22, Probate Court \(Page 10, Part 4; Misc. pages to update forms and citations\)](#)

Revisions have been made to include instructions regarding cases included in a pilot project. Additional corrections have been made to update citations and court forms.

Any necessary revisions should be made in case management systems during 2021 for reporting 2022 case year numbers.

SCAO 31, Circuit Court (Pages 6 and 23, Part 1, Section B; Part 2, Section B)

Revisions have been made to include instructions regarding cases included in a pilot project. Additional corrections have been made to update citations and court forms.

Any necessary revisions should be made in case management systems during 2021 for reporting 2022 case year numbers.

If you have reporting questions, please contact Kimberly Tody at 517-373-5538 or todyk@courts.mi.gov. If you have any other questions, please e-mail your question to CourtFormsInfo@courts.mi.gov.

DISTRICT COURT CASELOAD Complete Parts 1, 2, and 4 annually and transmit no later than 30 days following the end of the reporting period.				Year
Preparer's name	Preparer's telephone no.	Court no. and designation	County or Location	

PART 1: NEW FILINGS AND REOPENED CASES**SECTION A: CRIMINAL**

Line	CASE TYPE	EX	FY	OM	SM
1	Beginning Pending				
2	New Filings				
3	Reopened				

SECTION B: TRAFFIC

Line	CASE TYPE	FD	FT	OD	OI	OT	SD	SI	ST
1	Beginning Pending								
2	New Filings								
3	Reopened								

SECTION C: NON-TRAFFIC CIVIL INFRACTION, PARKING

Line	CASE TYPE	OK	ON	SK	SN
1	Beginning Pending				
2	New Filings				
3	Reopened				

SECTION D: CIVIL

Line	CASE TYPE	GC	GZ	LT	SC	SP
1	Beginning Pending					
2	New Filings					
3	Reopened					

General Reporting Instructions:

- If caseload information for a specific reporting period is not entered into the system prior to submitting the report, adjustments in caseload can be made by re-generating the report and transmitting the amended data according to procedures prescribed by SCAO.
- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases must not be reported.**
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Separate instructions for this new filing are not provided again in the following pages. **Do not change case type codes when a felony criminal case is reduced to a misdemeanor.**

Section A: Criminal - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. Do not count investigative subpoenas or search warrants. Do not count complaints and warrants not yet issued by a judge or magistrate. The most serious offense defines the case type code to be assigned.

- A felony criminal case is counted as a new filing when a complaint is received for filing or when a case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only.
 - Count a high court misdemeanor as a felony.
 - A felony complaint may contain multiple charges against one defendant; do not count multiple charges contained in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case.
 - A complaint may contain both felony and misdemeanor charges in the same complaint; count as a felony.
 - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.
 - When a case is dismissed to allow for filing of a second complaint for a lesser included offense, do not count the second complaint as a new filing. Do not count enhancements as a new filing.

Forms which may be used to open a criminal case are MC 200s (Felony Set, Summons), MC 200w (Felony Set, Warrant), MC 316v (Order for Change of Venue), and MC 316j (Order for Transfer of Jurisdiction)

- A misdemeanor criminal case is counted as a new filing when a complaint or citation is filed or a case is transferred to your court because of change of venue; do not include cases transferred for purposes of trial only.
 - A misdemeanor complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case (this does not apply to a citation).
 - If the charging document is the Uniform Law Citation, each of the 3 parts is considered a separate complaint, and each complaint contains a single charge. Each charge shall be counted a separate case.
 - A complaint may contain both misdemeanor and felony charges in the same complaint; count as a felony.
 - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.

Forms which may be used to open a criminal case are DC 225s (Complaint/Summons, Misdemeanor), DC 225w (Complaint/Warrant, Misdemeanor), UC 01a or UC 01b (Uniform Law Citation), MC 316v (Order for Change of Venue), and MC 316j (Order for Transfer of Jurisdiction)

Court rules and statutes associated with opening a criminal case are MCR 2.222, 2.223, 2.227, 6.101 and 6.907 and MCL 764.1a, 764.1f, and 764.9c.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A felony or misdemeanor criminal case is counted as a reopened case:
 - when the defendant or juvenile has been arraigned on a warrant that was issued prior to adjudication; report this based upon arraignment date, not warrant recall date.
 - when the case is remanded from an appellate court for further pre-judgment action or a new trial; report this based upon date of order, not date received.
 - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial; report this based upon date received.
 - when the prosecutor motions for dismissal of the case after the case had been previously counted disposed under inactive status.
 - when the defendant or juvenile has been arraigned after the case had been previously counted disposed under inactive status due to deportation.

Court rules and statutes associated with reopening a criminal case are MCR 2.610, 6.104, 6.125(E), 6.310, and 7.109(I), and MCL 330.2028.

Section B: Traffic - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A traffic case is counted as a new filing when a complaint or citation is received for filing or when case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only. The most serious offense defines the case type code to be assigned.
 - A civil infraction traffic offense shall be filed on a citation.
 - A felony traffic offense shall not be filed on a citation.
 - A complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case (this does not apply to a citation).
 - A complaint may contain both misdemeanor and felony charges in the same complaint; count as a felony.
 - If the charging document is the Uniform Law Citation, each of the 3 parts is considered a separate complaint and each complaint contains a single charge. Each charge shall be counted as a separate case.
 - A felony traffic complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.
 - If a misdemeanor traffic case is dismissed because it was reduced to a civil infraction, count the civil infraction as a new case (see page 10, Line 5).
 - When a case is dismissed to allow for filing of a second complaint for a lesser included offense, do not count the second complaint as a new filing. Do not count enhancements as a new filing.

Forms which may be used to open a traffic case are UC 01a or UC 01b (Uniform Law Citation) for misdemeanor and civil infraction traffic, CLC 1 (Commercial Law Citation), MC 200s (Felony Set, Summons) and MC 200w (Felony Set, Warrant) for felony traffic, DC 225s (Complaint/Summons, Misdemeanor) and DC 225w (Complaint/Warrant, Misdemeanor) for misdemeanor traffic, and MC 316v (Order for Change of Venue) and MC 316j (Order for Transfer of Jurisdiction)

Court rules and statutes associated with opening a traffic case are MCR 2.222, 2.223, 2.226, 2.227, 4.101(A), and 6.615(A) and MCL 257.727, 257.728 and 600.113.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A felony or misdemeanor traffic case is counted as a reopened case:
 - when the defendant or juvenile has been arraigned on a warrant that was issued prior to adjudication.
 - when a new trial is ordered by an appellate court.
 - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - when an order staying the case is set aside.
 - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial.
 - when prosecutor motions for dismissal of the case after the case had been previously counted disposed under inactive status.
- A traffic civil infraction case is counted as a reopened case:
 - when an order staying the case is set aside.
 - when a default has been set aside.
 - when a request for admission of responsibility to be set aside is granted.
 - when appeal is filed from an informal hearing to a de novo hearing.

Court rules and statutes associated with reopening a traffic case are MCR 2.610, 4.101(D), 4.101(H)(3), 6.615(B), and 7.109(I), and MCL 330.2028.

Section C: Non-Traffic Civil Infraction and Parking - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A non-traffic civil infraction case or a parking case is counted as a new filing when a citation is received for filing.
 - A non-traffic civil infraction case shall be filed on a citation.
 - A single citation may not contain multiple offenses against one defendant; a three-part, multiple-count citation serves as three separate cases and shall be counted as such.
 - A parking ticket may be issued on a citation.

Forms which must be used to open a non-traffic civil infraction case are UC 01a or UC 01b (Uniform Law Citation), UC 03 (Uniform Municipal Civil Infraction Citation), or CLC 1 (Commercial Law Citation).

Court rules and statutes associated with opening a non-traffic civil infraction or parking case are MCR 4.101(A) and MCL 257.727, 257.728, and 600.113.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A non-traffic civil infraction case or a parking case is counted as a reopened case:
 - when a default has been set aside.
 - when an order staying the case is set aside.
 - when a request for admission of responsibility to be set aside is granted.
 - when an appeal is filed from an informal hearing to a de novo hearing.

Court rules and statutes associated with reopening a non-traffic civil infraction and parking case are MCR 4.101(D) and 4.101(H)(3).

Section D: Civil - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing, when a foreign judgment is received for filing, when a case is received by your court after transfer from another court because of change of venue, or when a case is removed from the small claims division to the general civil division.
 - Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a civil case are:

MC 01 (Summons)

MC 35 (Complaint, Claim and Delivery)

MC 62 (Affidavit and Notice of Entry of Foreign Judgment)

DC 84 (Affidavit and Claim, Small Claims)

DC 86 (Demand and Order for Removal, Small Claims)

DC 90 (Petition Regarding Impoundment of Motor Vehicle)

DC 104 (Summons, Landlord-Tenant/Land Contract) and either:

DC 102a (Complaint, Non-Payment of Rent, Landlord-Tenant)

DC 102b (Complaint, Damage/Health Hazard to Property, Landlord-Tenant)

DC 102c (Complaint to Recover Possession of Property)

DC 102d (Complaint, Termination of Tenancy, Mobile Home Park - Mobile Home Owner (Just-Cause Termination)

DC 103 (Complaint for Possession After Land Contract Forfeiture)

MC 316j (Order for Transfer of Jurisdiction)

MC 316v (Order for Change of Venue)

Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.105(C), 4.201(B), 4.202(D), 4.302(A), (B), and 4.306.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:
 - a judgment is set aside, a settlement agreement is set aside, a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
 - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
 - reinstated after dismissal.
 - a new trial is ordered after appeal to circuit court.
 - an appeal of an attorney magistrate's small claims decision is filed (do not change case type code).
 - a termination of bankruptcy is filed.

Court rules associated with reopening a civil case are MCR 2.102(F), 2.502(C), 2.603(D), 2.610, and 7.109(I).

Section A: Criminal - Method of Disposition

Report criminal cases as disposed when all counts against a criminal defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as “Case Type Change” under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type except you must count a felony reduced to a misdemeanor disposed under the felony case-type code. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [MCR 6.610, 6.931(A)]

Count when verdict is returned by jury (guilty or not guilty) including verdict under MCL 769.4a (Spouse Abuse Act) or MCL 333.7411 (Controlled Substance Abuse Act).

Line 2: Bench Verdict [MCR 6.610, 6.931(A)]

Count when verdict is returned by judge (guilty or not guilty) including verdict under MCL 769.4a (Spouse Abuse Act) or MCL 333.7411 (Controlled Substance Abuse Act). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial. Count extradition after hearing.

Line 3: Guilty Plea (includes no contest) [MCR 6.610(E), MCL 764.9g]

Count when a guilty plea is offered and accepted including guilty plea under MCL 769.4a (Spouse Abuse Act), MCL 333.7411 (Controlled Substance Abuse Act), or MCL 762.14 (Youthful Trainee Status). Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard.

Line 4: Bindover/Transfer (forms MC 200s, MC 200w, MC 316j, MC 316v) [MCR 3.939, 6.110(G), (H), 6.911, MCL 762.7, 766.14]

Count bindovers to circuit court. Count transfers to another court before adjudication including waivers of extradition. Do not count cases transferred for purposes of trial only.

Line 5: Nolle Prosequi (form MC 263) [MCR 6.110(F), (H), 6.427, 6.931, MCL 764.9d]

Count when the prosecutor or city attorney files a written motion with the court or makes a motion on the record to nolle prosequi the case and the motion is granted. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement.

Line 6: Dismissed by Court (form MC 262) [MCR 6.110(F), (H), 6.427, 6.931, MCL 764.9d]

Count when dismissed by judge after preliminary examination, during trial, or after trial and an order of dismissal is entered. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement. Do not count any dismissal on motion of the prosecutor or city attorney.

Line 7: Inactive Status (forms MC 200w, MC 204, MC 206, DC 225w, DC 226, MC 229) [MCR 6.125, 6.615(B), MCL 330.2028, 764.9e]

Count as inactive when a warrant is issued before adjudication, when defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial or when defendant is found incompetent to stand trial, or when an order staying a case (interlocutory appeal) from an appellate court is entered, or when the court enters an order staying the case after judicial determination that the defendant was deported.

Line 8: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Item 9: Felony Plea Accepted in District Court [MCL 766.4]

Of the dispositions reported in Line 4 as bound over to the circuit court, for how many cases did the district court judge accept a felony plea.

Section B: Traffic - Method of Disposition

Report traffic cases as disposed when all counts/offenses against the defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. When a case type code is changed after a case has been reported, the case must be counted disposed as “Case Type Change” under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [MCR 6.610, 6.615]

Count when verdict is returned by jury (guilty or not guilty).

Line 2: Bench Verdict or Informal, Formal, or De Novo Hearing [MCR 4.101(B), (E), 6.610, 6.616]

Count when verdict is returned by judge or magistrate (guilty or not guilty, responsible or not responsible). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial.

Line 3: Guilty Plea (includes no contest) and Admission/Waivers [MCR 4.101(B), 6.610(E), 6.615, MCL 764.9g]

Count when a guilty plea is offered and accepted. Count when an admission of responsibility is offered and accepted. Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard. Include violations for which fine and costs have been waived in accordance with statute or ordinance (i.e. equipment violations, no child restraint, no registration).

Line 4: Bindover/Transfer (forms MC 200s, MC 200w, MC 316j, MC 316v) [MCR 6.110(G), (H), MCL 762.7]

Count bindovers to circuit court or transfers to another court before adjudication. Do not count cases transferred for purposes of trial only.

Line 5: Dismissed by Party (form MC 263) [MCR 6.110(F), 6.427, 6.610, 6.615]

Count when the prosecutor, city attorney, or other plaintiff files a written motion with the court or makes a motion on the record to dismiss the case and the motion is granted. Do not count a dismissal to allow the filing of a second complaint for a lesser included offense or for enhancement. Count when reducing a misdemeanor traffic to a civil infraction traffic.

Line 6: Dismissed by Court (form MC 262, CIA 02) [MCR 6.110(F), 6.427, 6.610, 6.615]

Count when dismissed by judge or magistrate after preliminary examination, during trial, or after trial and an order of dismissal is entered. Count when plaintiff, officer, or witness fails to appear at the hearing and an order of dismissal is entered. Do not count any dismissals on motion of the prosecutor, city attorney, or other plaintiff.

Line 7: Default (forms CIA 02, CIA 07) [MCR 4.101(B),(E)]

Count when default is entered due to non-appearance or no response by defendant.

Line 8: Inactive Status (forms MC 204, MC 206, DC 226, MC 229) [MCR 6.125, 6.615(B), 7.101, MCL 764.9e]

Count as inactive when either a warrant is issued before adjudication, when defendant is referred to the Department of Community Health for evaluation to determine whether competent to stand trial or when defendant is found incompetent to stand trial, or when case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for military stay, or when a civil infraction case is stayed through an order issued by the trial court for bankruptcy.

Line 9: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Item 10: Felony Plea Accepted in District Court [MCL 766.4]

Of the dispositions reported in Line 4 as bound over to the circuit court, for how many cases did the district court judge accept a felony plea.

Section D: Civil - Method of Disposition

Report civil cases as disposed when all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. When a case type code is changed after a case has been reported, the case must be counted disposed as “Case Type Change” under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy. For example: 1 claim not served, 2 claims settled, 2 claim went to jury trial and a verdict was entered; count disposed under jury verdict.

Line 1: Jury Verdict [MCR 2.504(B), 2.600 et seq., 4.201(K), 4.202(J)]

Count when decided by jury except when judge amends or overturns verdict.

Line 2: Bench Verdict [MCR 2.504(B), 2.600 et seq., 3.105(H), 3.300 et seq., 4.201(K), 4.202(J), 4.304(B)(2), 4.305]

Count when decided by judicial officer. Count directed verdict after conclusion of plaintiff's case. Count entry of judgment by judge notwithstanding jury verdict.

Line 3: Uncontested/Default/Settled/Summary Disposition [MCR 2.403(M), 2.405, 2.410(D)(3), 2.411(C)(4), 2.600 et seq., 4.201(F), 4.201(I), 4.202(H), 4.304(B)(1), 4.306(D)]

Count when defaulted for no answer, when consent judgment is filed including those as a result of case evaluation, mediation or other ADR process; when default is entered after a party fails to attend a scheduled ADR proceeding; when default judgment is entered after plaintiff offers proofs and defendant has failed to appear; when trial is commenced but case is settled before return of verdict; when motion for summary disposition is granted; or when a settlement agreement is filed.

Line 4: Transferred (form MC 316j, MC 316v, DC 86) [MCR 2.223, 2.226, 2.227, 4.306(B), 4.002, MCL 700.1303]

Count when transferred to another court before adjudication (includes small claims removed to general civil; cases removed to federal or circuit court).

Line 5: Dismissed by Party (form MC 09) [MCR 2.102(E), 2.502, 2.504(A), 4.304(B)(2), (3)]

Count voluntary dismissals by plaintiff. Count stipulation by parties to remove case to binding arbitration.

Line 6: Dismissed by Court (form MC 09a) [MCR 2.102(E), 2.401(G)(1), 2.403(M), 2.410(D)(3), 2.502, 2.504(B), (E), 4.304(B)(2), (3)]

Count when dismissed due to non-service and no progress. Count when dismissed for no cause of action after conclusion of plaintiff's case. Count when dismissed as a result of payment of an award made within 28 days of notification of acceptance of an evaluation under MCR 2.403(M). Count when dismissed after plaintiff fails to appear.

Line 7: Inactive Status (form MC 300)

Count when a case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for bankruptcy or military stay.

Line 8: Other Disposition

Count all other dispositions not otherwise provided for in the above. Count foreign judgments disposed at time of filing.

Line 9: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

DISTRICT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

General Reporting Instructions: Case age measurement occurs at different stages of a case depending on case type. Refer to specific instructions to determine measurement criteria for each case type. **Disposition is based on the definitions in Part 2.**

Cases included in a pilot project may be subject to different caseload reporting instructions if those instructions are established in a Memorandum of Understanding between the court and the State Court Administrator.

Case data shall be reported individually by bar number (judge, magistrate, and generic). When cases are assigned to a judge of another court by the SCAO, the court must still report them; however, it is at the court's discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both. Cases that are assigned to a non-attorney magistrate or that are not assigned to either a judge or magistrate are to be reported under a "generic" bar number identifier "P999999." For any case that is reassigned internally, the court must report the case under the bar number of the judge to whom it is assigned at the time the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period.

Cases that have been reported disposed under "Inactive Status" (as defined by that line in Part 2 of the caseload instructions) **are not adjudicated and shall not be reported on these case age reports under either the column for pending or for disposition.** Once a case that has been on "inactive status" qualifies for reporting as "reopened" based on the instructions in Part 1, it must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year; however, when calculating the age of the case, **subtract the time that particular case was out of the court's control on "inactive status."** Also, any other case that is reopened must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year with the age calculated **by subtracting the time from the original disposition of that particular case to the reopen date.**

"Inactive Status" defined: A case is on "inactive status" when it has been disposed as inactive based upon the guidelines in Part 2. Delays caused for any other reason are not subtracted from the time. As stated previously, the age of a case while on inactive status shall not be reported under columns for pending or for disposition.

Although case type codes are organized in groupings, cases associated with each case type code are to be reported separately throughout this entire report. For example, although FY and EX are combined, FY cases should be reported under its own column, EX cases should be reported under its own column, etc.

NOTE: The total number of disposed cases reported in Part 4 (**except for Lines 1a and 2a on pages 14 and 17**) must equal the total number of disposed cases reported in Part 2 less cases disposed by methods "Inactive Status" and "Case Type Change." The number of pending cases reported in Part 4 must equal the ending pending cases calculated from the data provided in Parts 1 and 2.

PROBATE COURT CASELOAD Complete Parts 1, 2, and 4 annually and transmit no later than 30 days following the end of the reporting period.				Year
Preparer's name	Preparer's telephone no.	Court no. and designation	County or Location	

PART 1: NEW FILINGS, REOPENED CASES, AND OTHER MATTERS**SECTION A: ESTATES, TRUSTS**

Line	CASE TYPE	DA	DE	DH	PE	TR	TT	TV
1	Beginning Pending Petitions							
2	New Filings							
3	Reopened Cases							
4	Number of Open Estates, Testamentary Trust, and Inter Vivos Trust Cases, January 1							

SECTION B: WILLS

SECTION C: CIVIL AND OTHER MATTERS

Line	CASE TYPE	BR	CZ	ML
1	Beginning Pending			
2	New Filings			
3	Reopened			

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Beginning Pending Petitions										
2	New Filings										
3	Reopened Cases										
4	Guardianships/Conservatorships in System January 1										

OTHER FILINGS

Line	CASE TYPE	MI
5	Petition for Second Order	
6	Petition for Cont. Order	
7	Order for Exam/Transport	
8	Petition for AOT only	

General Reporting Instructions:

- If caseload information for a specific reporting period is not entered into the system prior to submitting the report, adjustments in caseload can be made by re-generating the report and transmitting the amended data according to procedures prescribed by SCAO.
- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases should not be reported.**
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Separate instructions for this new filing are not provided again in the following pages.
- When the probate court is processing circuit court family division cases, the statistics must be provided in the reporting format required for the circuit court family division.

Section A: Estates, Trust - New Filings, and Reopened Cases

Line 1: Provide the number of beginning pending **petitions/applications** (includes both new and reopened) as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count **petitions/applications** opened on the filing date.

- An estate case is counted as a new filing when a petition/application is received for filing for a particular individual (subject of the petition/application) that does not have a prior case in that case type, when a case is received by your court after transfer from another court because of change of venue or jurisdiction where the original petition has not yet been disposed, or when a case is given another case type code (recoded) that has already been reported in Line 2 (see instructions for dispositions also). If a new estate filing includes a request for supervised administration, it must be assigned the case type code "DA". Do not count demands for notice (form PC 555). Do not count filing of letters of foreign personal representative here; see Section C.

Forms which may be used to file an estate case, to file a separate determination of heirs, or to register a trust include:

PC 553 (Petition to Determine Heirs, Separate Proceedings)

PC 556m (Petition for Assignment)

PC 558 (Application for Informal Probate and/or Appointment of Personal Representative)

PC 559 (Petition for Probate and/or Appointment of Personal Representative)

PC 610 (Registration of Trust)

MC 316j (Order for Transfer of Jurisdiction)

MC 316v or PC 608 (Order for Change of Venue)

- A **testamentary** trust case and trust inter vivos cases is counted as a new filing when a petition regarding that trust is received for filing and there are no other pending petitions on that particular trust.
- A request to enter trust is counted as a TR when registration of trust is received for filing.

Court rules and statutes associated with opening an estate or a trust case are MCR 5.101(B), 5.127, 5.128, 5.308(B), 5.309, 5.310, and 5.501 and MCL 700.1303, 700.1302, 700.3106, 700.3301, 700.3402, 700.3502, 700.3614, 700.7102, and 700.7206.

Line 3: Under the appropriate case type codes, provide the total number of **reopened cases**. Count cases reopened only if they have been previously counted as disposed.

- An estate case is counted as a reopened case:
 - when a petition to reopen is filed after the appointment of the personal representative terminates (personal representative discharged and estate closed).
 - when a subsequent petition is filed for the appointment of fiduciary when a previous petition filed in that case did not request the appointment of a fiduciary.
 - when an amended petition is filed for assignment in a small estate.
 - when some activity occurs that reactivates a case that has been administratively closed for statistical purposes.

Court rules associated with reopening of cases are MCR 2.102(G), 2.502(C), 5.312, 7.215(E), 7.216(A), and 7.317. For RPC cases, see also MCR 5.709(J).

Line 4: Under the appropriate case type codes, provide the total number of estate **cases** that are open as of January 1, the total number of testamentary trust **cases** that are open as of January 1, and the total number of inter vivos trust **cases** that are open as of January 1. Do not include cases closed administratively. An open testamentary trust or inter vivos case includes a pending petition as defined in Line 2 above and any trust under court supervision.

Section B: Wills - Filings A will is counted as a filing when it is received. Count each will filed for safekeeping and each will delivered after the death of the testator but before any estate case is opened.

Section C: Civil and Other Matters - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending **cases** as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing or when a case is transferred from circuit or district court for any reason.
 - Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a civil case include:

MC 01 (Summons)

MC 35 (Complaint, Claim and Delivery)

Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, and 3.105(C).

- Other matters (BR and ML case-type codes) are counted as a new filing when a petition is received for filing and there are no other pending petitions on that case for that particular individual. Existing programs which break out various codes now under the “ML” case-type code can be maintained and the petitions simply reported under “ML”. Count letters of foreign personal representative as an “ML” upon filing.

Forms which may be used to open a delayed registration of foreign birth or a miscellaneous case include:

PC 551 (Petition and Order to Open Safe Deposit Box to Locate Will or Burial Deed)

PC 549 (Petition to Establish Death of Accident or Disaster Victim)

PCA 350 *(Petition and Order for Delayed Registration of Foreign Birth)*

Some of the court rules and statutes associated with opening a miscellaneous case are MCR 5.101 and MCL 333.2830, and 700.1207, 700.1208, and 700.2517.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:
 - a judgment is set aside, a settlement agreement is set aside, when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
 - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
 - reinstated after dismissal.
 - remanded or returned from another court.

Court rules associated with reopening a civil case are MCR 2.102(F), 2.502(C), 2.603(D), 7.215(E), and 7.317.

Section D: Guardianships, Conservatorships, Admissions, Mental Commitments - New Filings and Reopened Cases

This section applies to both adults and minors

Line 1: Provide the number of beginning pending **petitions** as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count petitions opened on the filing date.

- A guardianship or conservatorship is counted as a new filing when a petition is received for filing on an individual that does not currently have a case in that case type, or when a case is received by your court after transfer from another court because of change of venue or jurisdiction where the original petition has not yet been disposed. Do not count requests for notice (form PC 624).
 - Count as a new filing when all fiduciaries are released from acceptance of appointment and/or a bond is **canceled** on a particular case type and a new petition is received for filing for a particular individual with the same case type, including petitions for partial guardian of individual with developmental disability (for which the order expires every 5 years).
 - Count a petition for a protective order under "PO" when not filed in conjunction with a petition for conservatorship.
 - Count a petition for appointment of conservator **and** protective order as a conservatorship case.
 - When more than one petition is received for filing on a particular individual for more than one case type (i.e., conservatorship and guardianship), count each case type as a separate case, **except** when a petition for conservatorship and protective order are filed in the same petition together.

Forms which may be used to file a guardianship or conservatorship case include:

PC 625 (Petition for Appointment of Guardian of Incapacitated Individual)

PC 639 (Petition for Appointment of Conservator and/or Protective Order)

PC 650 (Petition for Appointment of Limited Guardian of Minor)

PC 650i (Petition for Appointment of Limited Guardian of Minor Indian Child [Voluntary Guardianship])

PC 651 (Petition for Appointment of Guardian of Minor)

PC 651ia (Petition for Appointment of Guardian of Minor Indian Child [Voluntary Guardianship])

PC 651ib (Petition for Appointment of Guardian of Minor Indian Child [Involuntary Guardianship])

PC 658 (Petition for Appointment of Guardian, Individual with Alleged Developmental Disability)

MC 316j (Order for Transfer of Jurisdiction)

***MC 316v** or *PC 608 (Order for Change of Venue)**

- A mental commitment is counted as a new filing when form PCM 201 (Petition for Mental Health Treatment), form PCM 202 (Objection to Hospitalization of Minor), or form PCM 237 (Petition for Continued Hospitalization of a Minor) is filed.
- A judicial admission is counted as a new filing when form PCM 224 (Petition for Judicial Admission) or PCM 203 (Objection to Administrative Admission [Individual with Developmental Disability]) is filed.

Court rules and statutes associated with opening a guardianship, conservatorship, judicial admission, or mental commitment case are MCR 5.101(B), 5.105, 5.127, 5.401, 5.402, and 5.745 and MCL 330.1434, 330.1498m, 330.1511, 330.1516, 330.1609, 330.1623, and 700.5204, 700.5205, 700.5401, and 700.5404.

Line 3: Under the MI case type code, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A MI case is counted as a reopened case when a demand for hearing is filed after the petition was reported disposed under "deferred" (Part 2, Section D, Line 5).

Line 4: Under the appropriate case type codes, provide the total number of individuals under a guardianship or conservatorship as of January 1.

Line 5: Under the MI case type code, provide the total number of subsequent petitions (*form PCM 218*) filed for a second order. [*MCL 330.1472a(2), 330.1473*]

Line 6: Under the MI case type code, provide the total number of subsequent petitions (*form PCM 218*) filed for a continuing order. [*MCL 330.1472a(3), 330.1473*]

Line 7: Under the MI case type code, provide the total number of orders for examination/transport (*form PCM 209a - Order for Examination/Transport*) [*MCL 330.1434*] and the total number of petitions to transport minor (*form PCM 240m - Petition Regarding Transport of Minor*). [*MCL 330.1498t*]

Line 8: Under the MI case type code, of the total number of new petitions reported in Line 2, provide the number that were for assisted outpatient treatment (without hospitalization (Item 9(b) checked on PCM 201 - *Petition for Mental Health Treatment*)).

PROBATE COURT CASELOAD - PART 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES

General Reporting Instructions: When a case type code is changed after a case has been reported to the State Court Administrative Office, the case must be counted disposed as “Case Type Change” under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Enter in the appropriate lines the method or record of disposition of the petition for each of the case type codes. In the following instructions, the term “petition” includes an “application.” In addition, enter in the appropriate lines the number of cases that have been closed during the reporting year.

SECTION A: ESTATES, TRUSTS

Line	CASE TYPE	DA	DE	DH	PE	TT	TV
1	Granted						
2	Order Determining Testacy/Heirs						
3	Denied						
4	Transferred						
5	Withdrawn/Dismissed						
6	Case Type Change						

Line	CASE TYPE	DA	DE	TT	TV
7	Administratively Closed				
8	Cases Closed				

Line	Estates Under Supervised Administration				
9	Total estate cases supervised by the court during the year				

Line 1: Granted (*forms PC 556o, 568, PC 569*) [MCR 5.308, 5.309, 5.402] - Count each estate and testamentary trust petition disposed when **appointment of personal representative/fiduciary** is granted by order (or register’s statement). If there are multiple petitions filed with the court, count the case disposed here if a personal representative is appointed. Count each petition of a trust inter vivos case disposed when granted by order. Count each petition for assignment disposed when granted by order.

Line 2: Order Determining Heirs/Order Admitting Will (*forms PC 554, PC 568, PC 569*) [MCR 5.308(B)] - Count each estate petition disposed by order determining heirs when no personal representative is appointed. Count each estate petition disposed by register’s statement admitting will when no personal representative is appointed.

Line 3: Denied (*form PC 568, PC 569*) [MCR 5.308, 5.309] - Count each estate, assignment, testamentary trust, and inter vivos trust petition disposed when denied by order (or register’s statement). If there are multiple petitions filed with the court, count the case disposed here if **all** petitions are denied.

Line 4: Transferred (*form PC 608, MC 316j, or MC 316v*) [MCR 2.226, 2.227, 5.128, MCL 700.1303] - Count each estate, testamentary trust, and inter vivos petition transferred to another court.

Line 5: Withdrawn/Dismissed - Count each estate, assignment, testamentary trust, and inter vivos trust petition withdrawn by the petitioner or dismissed by the court for no progress or other reason.

Line 6: Case Type Change - When a case is counted as a new filing under DA (or DE), and the case type code is changed at disposition to DE (or DA), count the initial DA (or DE) case as disposed on this line. The new case type code would then need to be recorded under new filings and then appropriately disposed of. Do not count post-dispositional case type changes such as when a case is placed under supervised administration some time after disposition of the initial petition in the case.

Line 7: Administratively Closed (*form PC 599*) [MCR 5.144] - Count each estate, testamentary trust, and inter vivos trust case administratively closed for statistical purposes.

Line 8: Cases Closed (*form PC 592 or PC 597*) [MCR 5.308(B)(2)(d), 5.311] - Count each estate case closed when order of discharge is entered or certification of completion is filed. Count each testamentary trust and inter vivos case closed upon disposition of the petition as defined in Part 1, Line 2 except that when the trust is supervised, count it closed upon the termination of court supervision. Except as otherwise instructed above, if a new filing is disposed under Lines 2, 3, 4, 5, or 6, count it closed also.

Line 9: Supervised Estates - Count every estate (DA and DE) that was under supervised administration at some point during the entire reporting year.

PROBATE COURT CASELOAD - PART 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES

SECTION C: CIVIL AND OTHER MATTERS

Line	CASE TYPE	CZ
1	Jury Verdict	
2	Bench Verdict	
3	Uncontested/ Default/Settled	
4	Transferred	
5	Dismissed by Party	
6	Dismissed by Court	
7	Inactive Status	
8	Other Disposition	

Report civil cases disposed as follows: A civil case is counted as disposed when all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. A miscellaneous case is disposed when an order following the hearing on the petition is entered. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the numbers of cases disposed for each of the case-type codes. Once a case can be counted as disposed, **the method of disposition** should be entered in the line representing the highest form of disposition within the case using the following hierarchy:

Line 1: Jury Verdict [MCR 2.504(B), 2.600 et seq.] - Count when decided by jury except when judge amends or overturns verdict.

Line 2: Bench Verdict [MCR 2.504(B), 2.600 et seq., 3.105(H), 3.300 et seq.] - Count when decided by judge. Count directed verdicts in favor of defendant after conclusion of plaintiff's case. Count entry of judgment by judge notwithstanding jury verdict.

Line 3: Uncontested/Default/Settled/Summary Disposition [MCR 2.403(M), 2.405, 2.410(D)(3), 2.411(C)(4), 2.600 et seq.] Count when defaulted for no answer, when consent judgment is filed including those as a result of case evaluation, mediation or other ADR process; when default is entered after a party fails to attend a scheduled ADR proceeding; when default judgment is entered after plaintiff offers proofs and defendant has failed to appear; when trial is commenced but case is settled before return of verdict; or when motion for summary disposition is granted.

Line 4: Transferred (form MC 316j, MC 316v, or PC 608) [MCR 2.226, 2.227] - Count when removed, remanded, or transferred from one court to another before adjudication, including cases removed to federal court.

Line 5: Dismissed by Party (form MC 09) [MCR 2.102(E), 2.502, 2.504(A)] Count voluntary dismissals by plaintiff.

Line 6: Dismissed by Court (form MC 09a) [MCR 2.102(E), 2.401(G)(1), 2.410(D)(3), 2.502, 2.504(B), (E)] Count when dismissed due to non service and no progress. Count when dismissed for no cause of action after conclusion of plaintiff's case. Count when dismissed as a result of payment of an award made within 28 days of notification of acceptance of an evaluation under MCR 2.403(M). Count when dismissed after plaintiff fails to appear.

Line 7: Inactive Status (form MC 300) - Count upon notice of filing of bankruptcy is filed staying a case or any other order staying the case (except interlocutory appeal) is filed.

Line 8: Other Disposition (forms PC 550, PC 551, PCA 350) [MCL 700.1207, 700.1208, 700.2517] - Count all other dispositions not otherwise provided for in the above.

Line 9: Granted - Count each petition for other matters disposed when granted by order. Count letters of foreign personal representative as granted upon filing.

Line 10: Denied - Count each petition for other matters disposed when denied by order.

Line 11: Transferred (form MC 316j, MC 316v, or PC 608) [MCR 2.226, 2.227, 5.128, MCL 700.1303] - Count each petition for other matters transferred to another court.

Line 12: Withdrawn by Petitioner/Dismissed - Count each petition for other matters withdrawn by the petitioner before the issuance of an order granting or denying. Count each petition for other matters dismissed by the court.

Line	CASE TYPE	ML
9	Granted	
10	Denied	
11	Transferred	
12	Withdrawn/ Dismissed	

PROBATE COURT CASELOAD - PART 2: RECORD OR METHOD OF DISPOSITION AND RECORD OF CLOSED CASES

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

Line	CASE TYPE	CA	CY	DD	GA	GL	GM	JA	LG	MI	PO
1	Granted										
2	Denied										
3	Transferred										
4	Withdrawn/ Dismissed										
5	Deferred										
6	Case Type Change										
7	Administratively Closed										
8	Out of System see instruction										

Line 1: Granted (*forms PC 631, PC 640, PC 653, PC 653i, PC 660, PCM 205, PCM 214, PCM 214a, PCM 239*) [MCL 330.1468, 330.1469a, 330.1470, 330.1472a, 330.1498n, 330.1498o, 330.1511, 330.1515, 330.1518, 330.1519, 330.1520, MCL 333.5682, MCL 700.5406 et seq.] - Count each petition for guardianship or conservatorship, protective order, or physician orders for scope of treatment (POST) form when granted. Count each initial order issued on a petition for mental health treatment or judicial admission (including when the original petition was deferred and a demand for hearing was later filed). Do not include second or continuing orders for adults (see Lines 9 and 11). Do not count orders appointing temporary guardian of incapacitated individual. Count each order sustaining an objection to hospitalization of a minor or administrative admission of a developmentally disabled individual.

Line 2: Denied - Count each original petition for guardianship, conservatorship, protective order, physician orders for scope of treatment (POST) form, commitment/hospitalization/treatment/assisted outpatient treatment, or admission denied (including when the original petition was deferred and a demand for hearing was later filed). Do not include orders on petitions for second or continuing commitment/hospitalization/treatment (see Lines 10 and 12).

Line 3: Transferred (*form MC 316j, MC 316v, or PC 608*) [MCR 2.226, 2.227, 5.128, MCL 700.1303] - Count each guardianship, conservatorship, mental health treatment, or judicial admission petition transferred to another court.

Line 4: Withdrawn by Petitioner/Dismissed (*form PCM 205, PCM 214, PCM 214a, PCM 239*) [MCL 330.1468, 330.1469a, 330.1470, 330.1472a, 330.1498n, 330.1498o, 330.1511, 330.1515, 330.1518, 330.1519, 330.1520] - Count each guardianship or conservatorship petition, protective order, or physician orders for scope of treatment (POST) form withdrawn by the petitioner before the issuance of an order. Count each petition for guardianship, conservatorship, protective order, physician orders for scope of treatment (POST) form, mental health treatment, or judicial admission dismissed by the court (includes situations where the individual agrees to voluntary commitment). Count each order dismissing an objection to hospitalization of a minor or administrative admission of a developmentally disabled individual.

Line 5: Deferred (*form PCM 235*) [MCL 330.1455(5)] - Count each request to defer hearing on a petition for mental health treatment.

Line 6: Case Type Change - When a case is counted as a new filing under CA (or CY), and the case type code is changed at disposition to PO or vice versa, count the initial filing as disposed on this line. When a case is counted as a new filing under GA and that case type code is changed at disposition to GL or vice versa, count the initial filing as disposed on this line. When a case has already been **reported** as a new filing and is not yet disposed and the case type was assigned in error, to correct the case type count as disposed on this line. The new case type for any of these examples would then need to be recorded under the appropriate case type as a new filing and then appropriately disposed of.

Line 7: Administratively Closed (*form PC 599*) [MCR 5.144] - Count each guardianship and conservatorship case administratively closed for statistical purposes.

Line 8: Out of System (*form and court rule numbers are currently under review by SCAO*) - Provide the total number of individuals for whom guardianship or conservatorship has ceased. If a new filing is disposed under Lines 2, 3, 4, or 6, count it closed also.

PROBATE COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

General Reporting Instructions: Case age measurement occurs at different stages of a case depending on the case type. Refer to the specific instructions to determine the measurement criteria for each type of case. Cases included in a pilot project may be subject to different caseload reporting instructions if those instructions are established in a Memorandum of Understanding between the court and the State Court Administrator.

Each judge of a court shall report their case data individually by bar number. When cases from a judge's caseload are assigned to a judge of another court by the SCAO, the court must still report them; however, it is at their discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both.

SECTION A: ESTATES

Measurement begins on the date of case filing and is completed when disposition (as defined in Part 2, Section A) occurs.

Line	CASE TYPE	DA	DE	DH
1	Disposed 0-35 Days			
2	Disposed 36-182 Days			
3	Disposed 183-364 Days			
4	Disposed +364 Days			
5	Pending 0-35 Days			
6	Pending 36-182 Days			
7	Pending 183-364 Days			
8	Pending +364 Days			

Line 1: Count the number of cases disposed within 35 days.

Line 2: Count the number of cases disposed from 36 to 182 days.

Line 3: Count the number of cases disposed within 183 to 364 days.

Line 4: Count the number of cases disposed after 364 days.

Line 5: Count the number of pending cases with an age through 35 days.

Line 6: Count the number of pending cases with an age from 36 to 182 days.

Line 7: Count the number of pending cases with an age from 183 to 364 days.

Line 8: Count the number of pending cases with an age over 364 days.

SECTION A: TRUSTS

Measurement begins on the date of case filing and is completed when disposition (as defined in Part 2, Section A) occurs.

Line	CASE TYPE	TT	TV
1	Disposed 0-364 Days		
2	Disposed 365-728 Days		
3	Disposed +728 Days		
4	Pending 0-364 Days		
5	Pending 365-728 Days		
6	Pending +728 Days		

Line 1: Count the number of cases disposed within 364 days.

Line 2: Count the number of cases disposed from 365 to 728 days.

Line 3: Count the number of cases disposed after 728 days

Line 4: Count the number of pending cases with an age through 364 days.

Line 5: Count the number of pending cases with an age of 365 to 728 days.

Line 6: Count the number of pending cases with an age over 728 days.

CIRCUIT COURT CASELOAD

Year

Complete Parts 1, 2, and 4 annually and transmit no later than 30 days following the end of the reporting period.

Preparer's name

Preparer's telephone no.

Court no. and designation

County or Location

PART 1: NEW FILINGS AND REOPENED CASES**SECTION A: APPEALS, ADMINISTRATIVE REVIEW, EXTRAORDINARY WRITS**

Line	CASE TYPE	AA	AE	AP	AR	AV	AH	AL	AS	AW
1	Beginning Pending									
2	New Filings									
3	Reopened									

SECTION B: CRIMINAL

Line	CASE TYPE	AX	FC	FH	FJ
1	Beginning Pending				
2	New Filings				
3	Reopened				

SECTION C: CIVIL

Line	CASE TYPE	CB	CC	CD	CE	CF	CH	CK	CL	CP	CR	CZ	ND	NF
1	Beginning Pending													
2	New Filings													
3	Reopened													
Line	CASE TYPE	NH	NI	NM	NO	NP	NS	NZ	PC	PD	PR	PS	PZ	
1	Beginning Pending													
2	New Filings													
3	Reopened													

General Reporting instructions:

- If caseload information for a specific reporting period is not entered into the system prior to submitting the report, adjustments in caseload can be made by regenerating the report and transmitting the amended data according to procedures prescribed by SCAO.
- Except for Court of Claims cases, assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases must not be reported.**
- When the family division of the circuit court is processing cases under the jurisdiction of the probate court, the statistics must be provided in the reporting format required for probate court. When the family division of the circuit court is processing cases under which it has ancillary jurisdiction, the statistics must be provided in Section 1 of this report.
- When a case type code is changed after a case has been reported, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type. Separate instructions for this new filing are not provided again in the following pages.

Section A: Appeals, Administrative Review, Extraordinary Writs - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- An appeal, administrative case, or extraordinary writ is counted as a new filing when a claim of appeal is received for filing, a petition for leave to appeal is received for filing, a petition for review is received for filing, or an extraordinary writ is received for filing.

Forms which may be used to open an appellate case are:

MC 55 (Claim of Appeal)

CC 403 (Claim of Appeal and Order Appointing Counsel)

Court rules associated with opening an appellate or administrative case are MCR 5.801, 6.625, 7.101, 7.102, 7.103, 7.104 and 7.105. Court rules associated with opening a civil action for extraordinary relief are MCR Subchapter 3.300.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- An appeal, administrative case, or extraordinary writ is counted as a reopened case when remanded to the circuit court by a higher court or when a termination of bankruptcy is filed or when an order staying a case is set aside.

Court rules associated with reopening an appellate or administrative case or an action for extraordinary relief are MCR 7.216(A) and 7.316(A).

Section B: CRIMINAL - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. The most serious offense defines the case type code to be assigned.

- A criminal case is counted as a new filing when a bindover is received for filing (it is reported filed based on the bindover date, not the filing date), an order waiving a juvenile from family division to criminal division is received for filing, or a case is received by your court after transfer from another court because of change of venue; do not include cases transferred for purposes of trial only.
 - Count a high court misdemeanor as a felony.
 - A felony complaint may contain multiple charges against one defendant; do not count multiple charges in one complaint as separate cases. If a prosecuting official has filed multiple complaints for multiple offenses arising out of one incident by one defendant, consolidate the complaints into one case and count as one case.
 - A complaint may contain both felony and misdemeanor charges in the same complaint; count as a felony.
 - A criminal complaint should be filed against one defendant; each defendant shall be counted as one case. If a prosecuting official has filed a single complaint against more than one defendant, each defendant must be counted as a separate case.

Forms which may be used to open a criminal case are:

MC 200s (Felony Set, Summons)

MC 200w (Felony Set, Warrant)

MC 316j (Order for Transfer of Jurisdiction)

MC 316v (Order for Change of Venue)

JC 87 (Order After Second-Phase Hearing to Waive Jurisdiction - Delinquency Proceedings)

Court rules and statutes associated with opening a criminal case are MCR 2.222, 2.223, 2.226, 2.227, 3.950(C), 6.101, 6.110(G), and 6.907 and MCL 766.13.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A criminal case is counted as a reopened case:
 - when returned from the district court; report this based upon date of order, not date received.
 - when the case is remanded from a higher court for a new trial; report this based upon date of order, not date received.
 - when the defendant or juvenile has been arraigned on a warrant issued prior to adjudication; report this based upon arraignment date, not warrant recall date.
 - when a request to withdraw a plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - after receiving a report from the Department of Community Health regarding the competency of the defendant to stand trial; report this based upon date received.
 - when the defendant or juvenile has been arraigned after the case had previously been counted disposed under inactive status due to deportation.

Court rules and statutes associated with reopening a criminal case are MCR 6.104, 6.110(G), 6.125(E), 6.310, 6.312, 6.431, 7.215, 7.216(A), 7.316(A), and 7.317 and MCL 330.2028.

Section C: Civil - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A civil case is counted as a new filing when a complaint is received for filing, when a foreign judgment is received for filing, when a case is received by your court after transfer from another court because of change of venue, or when a case is transferred from district court for any reason.
- Do not count Court of Claims.
- Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a civil case are:

MC 01 (Summons)

MC 35 (Complaint, Claim and Delivery)

MC 62 (Affidavit and Notice of Entry of Foreign Judgment)

MC 316j (Order for Transfer of Jurisdiction)

MC 316v (Order for Change of Venue)

Court rules associated with opening a civil case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.105(C), and 4.002.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A civil case is counted as a reopened case when:
 - a judgment is set aside, a settlement agreement is set aside, when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict, or an order staying a case is set aside.
 - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
 - reinstated after dismissal.
 - remanded or returned from another court.
 - a termination of bankruptcy is filed.

Court rules associated with reopening a civil case are MCR 2.102(F), 2.502(C), 2.603(D), 2.610, 7.215, and 7.317.

Section D: Domestic Relations - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A domestic relations case is counted as a new filing when a complaint is received for filing, when a prosecutor files a request to assist with discovery, or when a prejudgment case is received by your court after transfer from another court because of change of venue.
 - Do not include cross-claims, 3rd party complaints, or counter claims.

Forms which may be used to open a domestic relations case are:

MC 01 (Summons) along with the specific complaint

MC 316j (Order for Transfer of Jurisdiction)

MC 316v (Order for Change of Venue)

FOC 30a (Order Vacating/Confirming Registration of Out-of-State Support Order)

CCFD 24 (Petition [Collaborative Law Process])

CCFD 25 (Petition [Consent Judgment])

Court rules associated with opening a domestic relations case are MCR 2.101, 2.102, 2.222, 2.223, 2.226, 2.227, 3.205, 3.212, 3.214, 3.217, 3.222, and 3.223.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A domestic relations case is counted as a reopened case when:
 - default judgment is set aside.
 - a default entry for no answer is set aside even if there is no judgment entered or whether the case has been dismissed for no progress or not.
 - reinstated after dismissal.
 - remanded from the Court of Appeals for a new trial.
 - a judgment or order staying a case is set aside.
 - notice is filed with the court that a collaborative law process has concluded or has terminated under MCR 3.222(B)(2)(c)(i) or the court sends notice of intent to dismiss the case for lack of progress under MCR 3.222 (B)(2)(c)(ii) and MCR 3.222(E)(1)(a).

Court rules associated with reopening a domestic relation case are MCR 2.102(F), 2.502(C), 3.222(B)(2)(c), 3.222(E)(1)(a), 7.215, and 7.317.

Section E: Juvenile - New Filings (Petitions) and Reopened Cases (Petitions)

Line 1: Provide the number of beginning pending petitions as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of petitions. Count petitions opened on the date received. Only one juvenile shall be included in a single petition, complaint, or citation. A petition, complaint, or citation may charge multiple offenses against one juvenile. The most serious offense defines the case type code to be assigned, i.e., if delinquency and traffic offenses are filed on the same petition, the case type is DL.

- A juvenile petition is counted as a new petition when an original complaint, petition, or citation is received (not when authorized); when an order granting a request to designate a case is entered; or when a petition is received by your court after transfer from another court because of change of venue or change of jurisdiction including transfers from district court under MCR 6.911 and transfers from the circuit criminal division under MCL 712A.3.
 - If the filing is prosecutor designated, count under DJ rather than DL. If the court designates the DL filing, count under DJ.
 - Do not count **supplemental** petitions **except** in a proceeding for violation of a personal protection order issued by another court.

Forms that may be used are:

JC 01 (Complaint - Request for Action, Delinquency Proceedings)

JC 04a (Petition - Delinquency Proceedings)

JC 29 (Order to Transfer Case)

JC 68 (Order After Designation Hearing)

UC-01a or UC-01b (Uniform Law Citation)

MC 200s (Felony Set, Summons)

MC 200w (Felony Set, Warrant)

MC 316j (Order for Transfer of Jurisdiction)

MC 316v (Order for Change of Venue)

CC 375M (Petition for Personal Protection Order Against a Minor, Domestic Relationship)

CC 377M (Petition for Personal Protection Order Against a Minor, Nondomestic)

Court rules and statutes associated with a juvenile complaint are MCR 3.926, 3.931, 3.932(C), (D), 3.939, 3.951(A), 3.952(D), and 6.911 and MCL 257.728, 712A.2, 712A.2b, 712A.2d, 712A.2h, and 712A.3.

Line 3: Provide the total number of reopened petitions. Count cases reopened only if they have been previously counted as disposed.

- A juvenile petition is counted as a reopened petition:
 - when remanded from another court for a new trial.
 - when a request to withdraw plea is granted or when a judgment notwithstanding the verdict is entered except when entered upon return of the jury verdict.
 - when the juvenile fails to comply with a consent calendar agreement or a diversion program.
 - when the court transfers an adjudicated petition to the consent calendar before disposition under MCR 3.932(C)(8).
 - when the judge overturns a decision of a referee.
 - when the juvenile appears on a petition/citation which was previously reported disposed for failure to appear.
 - after receiving a report from a qualified juvenile forensic mental health examiner or a qualified restoration provider regarding the competency of the juvenile to stand trial; report this based upon date **received**.
 - when the prosecutor files a nolle prosequi after the case has been previously counted disposed under inactive status.
- Count as a reopened petition each petition scheduled for hearing under MCR 3.705(B) after an order is entered denying or dismissing a petition for **ex parte** personal protection.

Court rules and statutes associated with reopening a juvenile petition are MCR 3.932(C)(8), 3.941, 6.310, 7.215, 7.317 and MCL 712A.18p(5) and 712A.28s(2)(c).

Section F: Child Protective - New Filings (Petitions) and Reopened Cases (Petitions)

Line 1: Provide the number of beginning pending petitions as of January 1 for each of the case type codes.

Line 2: Provide the total number of petitions. Count petitions opened on the date received. A petition may involve more than one child.

- A child protective petition is counted as a new petition when an original complaint or petition is received (not when authorized), including petitions received by your court after transfer from another court because of change of venue or jurisdiction.
 - If multiple children are included in one complaint or petition, count as one petition.
 - Count the total number of children in each complaint or petition received.
 - Count supplemental petitions separately (see Lines 5 and 6).

Forms which may be used in child protective cases are:

JC 04b (Petition - Child Protective Proceedings)

JC 29 (Order to Transfer Case)

MC 316j (Order to Transfer Jurisdiction)

MC 316v (Order for Change of Venue)

Court rules and statutes associated with a child protective complaint or petition are MCR 3.926 and 3.961 and MCL 712A.2.

Line 3: Provide the total number of reopened petitions. Count cases reopened only if they have been previously counted as disposed.

- A child protective petition is counted as a reopened petition when:
 - remanded from another court for a new trial.
 - a request to withdraw plea is granted.

Court rules associated with reopening a child protective petition are MCR 3.971, 7.215, and 7.317.

Line 4: Count the total number of termination petitions which were included in original or amended petitions. Count the total number of children in each petition received.

Line 5: Count the total number of termination petitions received as supplemental petitions. Count the total number of children in each petition received.

Line 6: Count the total number of supplemental petitions received, not including termination petitions. Count the total number of children in each petition received.

Line 7: Provide the total number of children in line 2 who have had prior court jurisdiction under child protective proceedings in any county in the state.

Note: Changes in petitions before adjudication are considered amended. Changes in petitions after adjudication are considered supplemental.

Section G: Adoptions - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date. Only one child shall be included in a single petition.

- An adoption case is counted as a new filing when an original petition is received for filing or when a case is received by your court after transfer from another court because of change of venue or jurisdiction.
 - Count authorization for temporary placement as a new filing under AD or AO as appropriate. Petitions for direct placement adoption or agency adoption which have been preceded by an authorization for temporary placement should not be assigned a new case number and should not be counted as a new filing.
 - Do not count supplemental petitions, releases, or consents on this line (see Line 4 for counting releases).
 - Do not count petitions for confidential intermediaries on this line (see Line 5).

Forms which may be used for opening an adoption case are:

PCA 301 (Petition for Adoption)

PCA 301a (Petition for Direct Placement Adoption)

PCA 301b (Petition for Stepparent Adoption)

MC 316j (Order for Transfer of Jurisdiction)

MC 316v (Order for Change of Venue)

Court rules and statutes associated with opening an adoption case are MCR 3.801 and MCL 333.2830, 710.24, 710.26, 710.45, 710.46, 710.52, and 710.56.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases.

- An adoption case is counted as a reopened case when:
 - remanded from another court for further consideration after a final order is entered.
 - petition for rehearing is received for filing and rehearing is granted.
 - petition to rescind adult adoption is received for filing. *Form PCA 349 (Petition for Rescission of Adoption and Order)*

Court rules and statutes associated with reopening an adoption case are MCR 3.806, 7.215, and 7.317 and MCL 710.64(1) and 710.66.

Line 4: Count the total number of petitions filed requesting a confidential intermediary regardless of the case type code.

Line 5: Count the total number of requests filed for release of adoption information regardless of the case type code.

Section H: Miscellaneous Family - New Filings and Reopened Cases

Line 1: Provide the number of beginning pending cases as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count cases opened on the filing date.

- A miscellaneous family case is counted as a new filing when an original petition is received for filing, when a case is received by your court after transfer from another court because of change of venue or jurisdiction, or when a respondent is arraigned for violating an out-of-county personal protection order.
 - Count petitions for ex parte order for transport and temporary detention for infectious disease as a new filing. Petitions for treatment of infectious disease which have been preceded by an ex parte order for transport and temporary detention for infectious disease should not be assigned a new case number and should not be counted as a new filing.
 - Do not count petitions for continuing treatment of infectious disease.
 - Do not count petitions to rescind order of emancipation; see Line 3.

Forms which may be used for opening a miscellaneous family division case are:

PC 51 (Petition to Change Name)

PC 100 (Petition for Emancipation, Affidavit, and Waiver of Notice)

PC 104 (Petition for Treatment of Infectious Disease)

PC 110 (Petition and Ex Parte Order for Transport and/or Temporary Detention)

PC 119 (Petition for Waiver of Parental Consent for an Abortion)

MC 72 (Petition for Testing of Infectious Disease and Waiver of Notice of Hearing)

CC 375 (Petition for Personal Protection Order, Domestic Relationship)

CC 377 (Petition for Personal Protection Order [Nondomestic])

CCFD01 (Petition for Placement Order of Surrendered Newborn Child) or CCFD03 (Petition of Parent for Custody of Surrendered Newborn Child) whichever is filed first

CCFD20 (Ex Parte Petition Regarding Voluntary Foster Care Agreement)

MC 316j (Order for Transfer of Jurisdiction)

MC 316v (Order for Change of Venue)

Court rules and statutes associated with initiating miscellaneous family division actions are MCR 3.613, 3.614, 3.615, 3.616, 3.703 and MCL 333.5204(4), 333.5205, 400.655, 600.2950, 600.2950a, 710.24, 711.1, 722.4, and 722.903.

Line 3: Under the appropriate case type codes, provide the total number of reopened cases. Count cases reopened only if they have been previously counted as disposed.

- A miscellaneous family division case is counted as a reopened case when:
 - remanded from another court for a new hearing.
 - a petition is filed for treatment of infectious disease and was preceded by an ex parte order for transport and temporary detention for infectious disease.
 - a petition to rescind emancipation is filed.
 - a petition for custody of surrendered newborn child is filed after an order terminating parental rights has been entered.
- Count as a reopened case each petition scheduled for hearing under MCR 3.705(B) after an order is entered denying or dismissing a petition for **ex parte** personal protection order.

Court rules and statutes associated with reopening a miscellaneous family division case are MCR 3.705(B), 7.215, and 7.317 and MCL 333.5207 and 722.4d.

Line 4: Provide the total number of juvenile guardianships created (form JC 91). Count only the first order that creates the JG case for a single child. Do not count successive orders appointing a guardian. Co-guardians are counted as a single order.

Line 5: Provide the total number of orders terminating the appointment of a guardian and appointing a successor (when line 9 of JC 100 is checked).

Line 6: Provide the total number of orders revoking a guardianship (when line 9 of JC 101 is checked).

Section I: Ancillary Proceedings - Guardianships, Conservatorships, Admissions, Mental Commitments - New Filings and Reopened Cases

This section applies to both adults and minors

Line 1: Provide the number of beginning pending **petitions** as of January 1 for each of the case type codes.

Line 2: Under the appropriate case type codes, provide the total number of filings. Count petitions opened on the filing date.

- A guardianship or conservatorship is counted as a new filing when a petition is received for filing on an individual that does not currently have a case in that case type, or when a case is received by your court after transfer from another court because of change of venue or jurisdiction. Do not count requests for notice (form PC 624).
 - Count as a new filing when all fiduciaries are released from acceptance of appointment and/or a bond is **canceled** on a particular case type and a new petition is received for filing for a particular individual with the same case type, including petitions for partial guardian of individual with developmental disability (for which the order expires every 5 years).
 - Count a petition for a protective order under "PO" when not filed in conjunction with a petition for conservatorship.
 - Count a petition for appointment of conservatorship **and** protective order as a conservatorship case.
 - When more than one petition is received for filing on a particular individual for more than one case type (i.e., conservatorship and guardianship), count each case type as a separate case, **except** when a petition for conservatorship and protective order are filed in the same petition together.

Forms which may be used to file a guardianship or conservatorship case include:

PC 625 (Petition for Appointment of Guardian of Incapacitated Individual)

PC 639 (Petition for Appointment of Conservator and/or Protective Order)

PC 650 (Petition for Appointment of Limited Guardian of Minor)

PC 650i (Petition for Appointment of Limited Guardian of Minor Indian Child - Voluntary Guardianship)

PC 651 (Petition for Appointment of Guardian of Minor)

PC 651ia (Petition for Appointment of Guardian of Minor Indian Child - Voluntary Guardianship)

PC 651ib (Petition for Appointment of Guardian of Minor Indian Child - Involuntary Guardianship)

PC 658 (Petition for Appointment of Guardian, Individual with Alleged Developmental Disability)

MC 316j (Order for Transfer of Jurisdiction)

MC 316v (Order for Change of Venue) or PC 608 (Petition and Order to Change Venue)

- A mental commitment is counted as a new filing when form PCM 201 (Petition for Mental Health Treatment), form PCM 202 (Objection to Hospitalization of a Minor), or form PCM 237 (Petition for Continued Hospitalization of Minor) is filed.
- A judicial admission is counted as a new filing when form PCM 224 (Petition for Judicial Admission) or PCM 203 (Objection to Administrative Admission [Individual with Developmental Disability]) is filed.

Court rules and statutes associated with opening a guardianship, conservatorship, judicial admission, or mental commitment case are MCR 5.101(B), 5.105, 5.127, 5.401, 5.402, and 5.745 and MCL 330.1434, 330.1498m, 330.1511, 330.1516, 330.1609, 330.1623, and 700.5204, 700.5205, 700.5401, and 700.5404.

CIRCUIT COURT CASELOAD - PART 2: METHOD OF DISPOSITION

SECTION G: ADOPTION

Line	CASE TYPE	AB	AC	AD	AF	AG	AM	AN	AO	AY
1	Finalized									
2	Withdrawn by Petitioner									
3	Dismissed by Court									
4	Transferred									
5	Rescission Granted									
6	Rescission Denied/With.									
7	Case Type Change									

SECTION H: MISCELLANEOUS FAMILY

Line	CASE TYPE	EM	ID	NB	NC	PH	PP	PW	VF	VP
1	Orders Issued Ex Parte									
2	Orders Issued After Hearing									
3	Transferred									
4	Dismissed/Denied Ex Parte									
5	Dismissed/Denied After Hearing									
6	Dismissed by Petitioner									
7	Orders Rescinded									
8	Orders Issued After Denial									
9	Case Type Change									

General Reporting Instructions:

- Assignments are not to be counted in these reports. Separate assignment reports are prepared and will be used to gather additional statistical information about judicial activity. **If courts enter assigned cases to their case management systems, the cases must not be reported.**
- When the family division of the circuit court is processing cases under the jurisdiction of the probate court, the statistics must be provided in the reporting format required for probate court. When the family division of the circuit court is processing cases under which it has ancillary jurisdiction, the statistics must be provided in Section I of this report.
- When a case type code is changed after a case has been reported to the State Court Administrative Office, the case must be counted disposed as "Case Type Change" under the case type code under which the case was originally reported (as a new filing) and reported as a new filing under the new case type.

Section A: Appeals, Administrative Review, Extraordinary Writs - Method of Disposition

Report appeals, administrative review, and requests for extraordinary relief disposed when all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Order Entered [*MCR 3.300 et seq., 7.101(M), 7.105(M), 7.102(C), 7.104*]

Count when an order other than a dismissal/denial is entered.

Line 2: Dismissed [*MCR 7.101(G) and (J), 7.105(J)*]

Count when an order of dismissal/denial is entered.

Line 3: Transferred (form **MC 316j**, **MC 316v**) [*MCR 2.226, 2.227, MCL 700.22*]

Count when removed, remanded, or transferred from one court to another before adjudication, including cases removed to federal court.

Line 4: Inactive Status (form *MC 300*)

Count when a case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for bankruptcy or military stay.

Line 5: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Section B: Criminal - Method of Disposition

Report criminal cases in this section when all counts against a criminal defendant have been adjudicated. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Do not count cases disposed when they are assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Jury Verdict [MCR 6.420]

Count when verdict is returned by jury (guilty or not guilty) including verdict under MCL 750.350a (Parental Kidnapping Act) or MCL 333.7411 (Controlled Substance Abuse Act).

Line 2: Bench Verdict [MCR 6.403]

Count when verdict is returned by judge (guilty or not guilty) including verdict under MCL 750.350a (Parental Kidnapping Act) or MCL 333.7411 (Controlled Substance Abuse Act). Count entry of judgment by judge notwithstanding jury verdict. Count directed verdict in favor of defendant after conclusion of plaintiff's case even if during jury trial. Count extradition after hearing.

Line 3: Guilty Plea [MCR 6.302, 6.303, 6.304]

Count when a guilty plea is offered and accepted including guilty plea under MCL 750.350a (Parental Kidnapping Act), MCL 333.7411 (Controlled Substance Abuse Act), or MCL 762.14 (Youthful Trainee Status). Count as a plea if: 1) new trial is granted after verdict and defendant later pleads guilty; 2) defendant pleads guilty during or after proofs are heard.

Line 4: Nolle Prosequi (form MC 263) [MCR 6.110(F) and (H), 6.427]

Count when the prosecutor files a written motion with the court or makes a motion on the record to nolle prosequi the case and the motion is granted.

Line 5: Dismissed by Court (form MC 262) [MCR 6.110(F) and (H), 6.427]

Count when dismissed by judge after preliminary examination, during trial, or after trial and an order of dismissal is entered.

Line 6: Remand/Transfer (forms MC 200s, MC 200w, MC 316j, MCR 316v) [MCR 6.110(G) and (H), MCL 712A.3, 762.7]

Count remands or transfers to another court before adjudication. Do not count cases transferred for purposes of trial only. Count waivers of extradition.

Line 7: Inactive Status (form MC 200w, MC 204, MC 206, MC 229) [MCR 6.125, MCL 330.2028]

Count as inactive when a warrant is issued for nonappearance before adjudication, when a defendant is referred to the Center for Forensic Psychiatry for evaluation to determine whether competent to stand trial or when a defendant is found incompetent to stand trial, or when any order staying a case (interlocutory appeal) is filed by an appellate court, or when the court enters an order staying the case after judicial determination that the defendant was deported.

Line 8: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Section C: Civil - Method of Disposition

Report civil cases as disposed when all claims of all plaintiffs against all defendants or all counter or cross claims have been disposed. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy. For example: 1 claim not served, 2 claims settled, 1 claim went to a jury trial and a verdict was entered; count disposed under jury verdict.

Line 1: Jury Verdict [MCR 2.504(B), 2.600 et seq.]

Count when decided by jury except when judge amends or overturns verdict.

Line 2: Bench Verdict [MCR 2.504(B), 2.600 et seq., 3.105(H), 3.300 et seq.]

Count when decided by judge. Count directed verdict after conclusion of plaintiff's case. Count entry of judgment by judge notwithstanding jury verdict.

Line 3: Uncontested/Default/Settled/Summary Disposition [MCR 2.403(M), 2.405, 2.410(D)(3), 2.411(C)(4), 2.600 et seq.]

Count when defaulted for no answer, when consent judgment is filed including those as a result of case evaluation, mediation or other ADR process; when default is entered after a party fails to attend a scheduled ADR proceeding; when default judgment is entered after plaintiff offers proofs and defendant has failed to appear; when trial is commenced but case is settled before return of verdict; when motion for summary disposition is granted; or when a settlement agreement is filed.

Line 4: Transferred (form MC 316j, MC 316v) [MCR 2.226, 2.227, MCL 700.22]

Count when removed, remanded, or transferred from one court to another before adjudication, including cases removed to federal court.

Line 5: Dismissed by Party (form MC 09) [MCR 2.102(E), 2.502, 2.504(A)]

Count voluntary dismissals by plaintiff.

Line 6: Dismissed by Court (form MC 09a) [MCR 2.102(E), 2.401(G)(1), 2.410(D)(3), 2.502, 2.504(B), (E)]

Count when dismissed due to non-service and no progress. Count when dismissed for no cause of action after conclusion of plaintiff's case. Count when dismissed as a result of payment of an award made within 28 days of notification of acceptance of an evaluation under MCR 2.403(M). Count when dismissed after plaintiff fails to appear.

Line 7: Inactive Status (form MC 300)

Count when a case is stayed through an order issued by a higher court for interlocutory appeal or through an order issued by the trial court for bankruptcy or military stay.

Line 8: Other Disposition

Count all other dispositions not otherwise provided for in the above. Count foreign judgments disposed at time of filing.

Section D: Domestic Relations - Method of Disposition

Report domestic relations cases disposed as follows: For DC, DM, DO, DP, DS, DZ, UD, UE - when all claims of the plaintiff against the defendant or all counter or cross claims have been disposed. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. Enter in the appropriate lines the number of cases disposed for each of the case type codes. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Bench Decision After Trial [MCR 3.211]

Count when decided by judge.

Line 2: Uncontested/Default/Settled [MCR 2.600 et seq., 3.210(B), 3.211], 3.216(H)(7), (I)(3), 3.222(B)(2)(c)(i), (C)(2)(e), and (D)]

Count when defaulted for no answer or when a judge approves a consent agreement and it is placed on the record (for example, a pro confesso divorce hearing, when default judgment is entered after plaintiff offers proofs and defendant has failed to appear, or when trial is commenced but case is settled before return of verdict).

Line 3: Transferred (form MC 316j, MC 316v) [MCR 2.226, 2.227]

Count when transferred from one court to another before adjudication.

Line 4: Dismissed by Party [MCR 2.102(E), 2.502, 2.504(A)]

Count voluntary dismissals by plaintiff.

Line 5: Dismissed by Court [MCR 2.102(E), 2.502, 2.504(B), (E)]

Count when dismissed due to non-service and no progress. Count when dismissed for no cause of action.

Line 6: Inactive Status (form CCFD 22, MC 300)

Count when a case is stayed through an order issued by a higher court for interlocutory appeal, when a case is stayed through an order of the court under MCR 3.222(B)(2)(a), or through an order issued by the trial court for military stay.

Line 7: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Section E: Juvenile - Method of Disposition (Adjudication)

Report DL petitions and TL citations in this section when all counts against the juvenile have been dismissed or adjudicated. Enter in the appropriate lines the number of petitions adjudicated for each of the case type codes. Do not count cases adjudicated when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of adjudication on the petition/citation using the following hierarchy. For example, petition has 3 counts, juvenile pleads guilty to 2 counts and a jury trial was held on 1 count; count the petition adjudicated by jury verdict.

Line 1: Jury Verdict [MCR 3.942, MCL 712A.18, 712A.18i]

Count when verdict is returned by jury except judgment notwithstanding the verdict. Count pleas accepted by court during course of trial under line 3.

Line 2: Bench Verdict [MCR 3.942, MCL 712A.18, 712A.18i]

Count when verdict is returned by judge. Count directed verdicts in favor of juvenile after conclusion of petitioner's case even if during jury trial. Count entry of adjudication by judge notwithstanding jury verdict. Count pleas accepted by court during course of trial under line 3.

Line 3: Admission/No Contest [MCR 3.941, MCL 712A.18, 712A.18i]

Count when a plea is offered and accepted. Count as plea if juvenile pleads during or after proofs are heard. A plea taken under advisement under MCR 3.941 is not an adjudication; do not count here.

Line 4: Prosecutor's Discretionary Waiver [MCR 3.935(A), MCL 712A.4]

Count when prosecutor exercises discretionary waiver to district court following 5 day adjournment period requested in petition.

Line 5: Traditional Waiver (form JC 29) [MCR 3.950(E), MCL 712A.4]

Count when judge grants motion to waive jurisdiction to criminal division.

Line 6: Nolle Prosequi (form MC 263) [MCR 3.935(B), MCL 712A.18]

Count when nolle prosequi is filed by the prosecutor or city attorney and an order is entered.

Line 7: Dismissed by Court (forms JC 14a, JC 14b, JC 59, MC 262) [MCR 3.935(B), MCL 712A.18]

Count when dismissed by court.

Line 8: Dismissed for Incompetency [MCL 712A.18q(2), 712A.18s(1), (2)(b), (4), or (6)]

Count when dismissed by the court after a finding of incompetence under MCL 712A.18q(2) or 712A.18s(1), (2)(b), (4), or (6).

Line 9: Consent Calendar [MCR 3.932(C), MCL 712A.18]

Count whether petition is authorized or not and juvenile consents to proceed on consent calendar. Count when citation is placed on consent calendar.

Line 10: Transferred (form MC 316j, MC 316v) [MCR 3.926]

Count transfers to another court (including tribal court) before adjudication.

Line 11: Diversion/Not Authorized (form JC 04a, JC 10) [MCR 3.932(A)]

Count when petition is not authorized and/or the matter is referred for alternative services.

Line 12: Designation Granted (form JC 68) [MCR 3.952(D), 3.953(F), MCL 712A.2d]

Count when request for designation is granted by judge.

Line 13: Inactive Status (form JC 05a) [MCL 712A.18n(2), 712A.18s(2), (3)]

Count as inactive status when a warrant is issued for nonappearance before adjudication and when a juvenile is ordered for evaluation to determine whether competent to stand trial, when the court enters an order finding a juvenile incompetent to stand trial, when the court enters an initial or renewed restoration order, and when the court allows a restoration order to continue.

Line 14: Not Charged

Count complaints received for which no petition is offered after review by prosecutor (for counties which open a case file and provide services before prosecutor review).

Line 15: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Section E: Juvenile - Method of Disposition

Report juvenile petitions with a “DJ” case type in this section when all counts against the juvenile have been disposed. Enter in the appropriate lines the number of designated cases disposed whether the cases were originally filed as designated cases (prosecutor-designated) or were subsequently ordered designated (court-designated). Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of disposition within the case using the following hierarchy. For example, petition has 3 counts, juvenile plead guilty to 2 counts and a jury trial was held on 1 count; count the petition disposed by jury verdict.

Line 16: Jury Verdict [MCR 3.954, 6.420, MCL 712A.18]

Count when verdict is returned by jury except judgment notwithstanding the verdict. Count pleas accepted by court during course of trial under line 3.

Line 17: Bench Verdict [MCR 3.954, 6.403, MCL 712A.18]

Count when verdict is returned by judge. Count directed verdicts in favor of juvenile after conclusion of petitioner’s case even if during jury trial. Count entry of judgment notwithstanding jury verdict. Count pleas accepted by court during course of trial under line 3.

Line 18: Guilty Plea [MCR 6.302, 6.303, 6.304, MCL 712A.18]

Count when a guilty plea is offered and accepted. Count as a plea if: 1) new trial is granted after verdict and juvenile later pleads guilty; 2) juvenile pleads guilty during or after proofs are heard.

Line 19: Nolle Prosequi (form MC 263) [MCR 6.110(F), (H), 6.427]

Count when nolle prosequi is filed by the prosecutor and an order is entered.

Line 20: Dismissed by Court (form MC 262) [MCR 6.110(F), (H), 6.427]

Count when dismissed by judge after preliminary examination, during trial, or after trial.

Line 21: Dismissed for Incompetency [MCL 712A.18q(2), 712A.18s(1), (2)(b), (4), or (6)]

Count when dismissed by the court after a finding of incompetence under MCL 712A.18q(2) or 712A.18s(1), (2)(b), (4), or (6).

Line 22: Inactive Status (form JC 05a, JC 69, MC 229) [MCR 6.125, MCL 712A.18n(2), 712A.18s(2), (3)]

Count as inactive when a warrant is issued for nonappearance before adjudication and when a juvenile is ordered to evaluation to determine whether competent to stand trial, when the court enters an order finding a juvenile incompetent to stand trial, when the court enters an initial or renewed restoration order, and when the court allows a restoration order to continue.

Line 23: Not authorized [MCR 3.951(A)(2)(c)]

Count when the filing of the petition is not authorized after arraignment.

Line 24: Juveniles in the System - Court Supervision

Provide the total number of juveniles under court supervision on the last day of the year. Include juveniles on consent calendar. Include designated cases except when the juvenile is committed to jail or the Department of Corrections (forms JC 71 and JC 72).

Line 25: Juveniles in the System - MDHHS Supervision

Provide the total number of juveniles under MDHHS supervision on the last day of the year. Include designated cases except when the juvenile is committed to jail or the Department of Corrections (forms JC 71 and JC 72). Include waiver cases from the criminal division where the juvenile is committed to MDHHS (case type code FJ).

Line 26: Juveniles in the System - DCJ Supervision

Provide the total number of juveniles under DCJ supervision on the last day of the year. Include designated cases except when the juvenile is committed to jail or the Department of Corrections (forms JC 71 and JC 72). Include waiver cases from the criminal division where the juvenile is committed to DCJ (case type code FJ).

Line 27: Juveniles Pending Adjudication

Provide the total number of juveniles for whom a petition is pending adjudication who are not already under court, MDHHS, or DCJ supervision.

Section E: Juvenile - Method of Disposition

Report petitions with a “PJ” case type in this section when the order on the petition is entered. Enter in the appropriate lines the number of petitions disposed.

Line 28: Ex Parte Request [MCR 2.602, 3.706]

Count when a petitioner requests an ex parte order and the court issues an original order except when the order dismisses the petition or denies the request.

Line 29: Order Issued After Hearing [MCR 2.602, 3.615(K), 3.706]

Count when a petitioner requests an order, not ex parte, and the court holds a hearing and issues an original order except when the order dismisses the petition or denies the request. Also count reopened petitions when the court holds a hearing and issues an original order except if the order dismisses the petition or denies the request.

Line 30: Transferred (form MC 316j, MC 316v) [MCR 3.926]

Count transfers to another court before adjudication.

Line 31: Dismissed/Denied Ex Parte Request [MCR 2.502, 2.504(B), (E), 3.705(A)(5), (B)(1)]

Count when a petitioner requests an ex parte order and the court dismisses the petition or denies the request.

Line 32: Dismissed/Denied After Hearing [MCR 2.502, 2.504(B), (E), 3.615(K), 3.705(B)(4), (6)]

Count when a petitioner requests an order, not ex parte, and the court dismisses the petition or denies the request. Also count reopened petitions when the court holds a hearing and dismisses the petition or denies the request.

Line 33: Dismissed by Petitioner (form CC 378) [MCR 3.704]

Count every petition dismissed by petitioner before the personal protection order is entered.

Line 34: Orders Rescinded [MCR 3.707]

Although these cases are not reported reopened when a motion to rescind is filed, count the number of orders rescinded.

Line 35: Orders Issued After Denial [MCR 3.705(B)(1)(b),(6)]

Count every **reopened** personal protection case resulting in entry of a personal protection order after hearing.

Section F: Child Protective - Method of Disposition (Adjudication)

Report child protective petitions in this section when all children named in the petition have been adjudicated. The **method of disposition** should be entered in the line representing the highest form of adjudication within the case using the following hierarchy. **NOTE: Cases held in abeyance do not qualify for adjudication** and should not be counted as disposed in this report. Report petitions held in abeyance on the Delay in Matters Submitted to Judge (DMS) report on MCAP.

Line 1: Jury Verdict [*MCR 3.972, MCL 712A.18, 712A.18i*] - Count when verdict is returned by jury except for judgment notwithstanding the verdict. Count pleas accepted by court during course of trial under line 3.

Line 2: Bench Verdict [*MCR 3.972, MCL 712A.18, 712A.18i*] - Count when verdict is returned by judge. Count entry of judgment by judge notwithstanding jury verdict. Count pleas accepted by court during course of trial on line 3.

Line 3: Plea of Admission/No Contest [*MCR 3.971, MCL 712A.18, 712A.18i*] - Count when a plea is offered and accepted. Count as a plea if respondent pleads during or after proofs are heard.

Line 4: Dismissed/Withdrawn (*forms JC 17, JC 17a, MC 262*) [*MCR 3.965(B), MCL 712A.18*] - Count when dismissed by court before a verdict is entered. Count when withdrawn by petitioner before a verdict is entered.

Line 5: Transferred (*form MC 316*) [*MCR 3.926*] - Count transfers to another court (including tribal court) before adjudication.

Line 6: Not Authorized (*form JC 11a, JC 11b*) [*MCR 3.962(B)*] - Count when petition not authorized.

Line 7: Children in the System - Temporary Court Ward - Provide the total number of children under court jurisdiction who are temporary wards of the court on the last day of the year.

Line 8: Children in the System - Temporary State Ward (MCI-O) - Provide the total number of children under court jurisdiction who, as of the last day of the year, are temporarily committed by the court to MCI for observation under MCL 400.203(a)(ii).

Line 9: Children in the System - Permanent Ward (MCI and court) - Provide the total number of children under court jurisdiction who are permanent wards of either MCI or the court on the last day of the year.

Line 10: Children Pending Adjudication - Provide the total number of children for whom a petition is pending adjudication who are not already under court jurisdiction.

Section G: Adoption - Method of Disposition

Report adoption cases in this section when an order has been entered as indicated below. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Finalized (*forms PCA 321, PCA 322, PCA 336, PCA 349*) [*MCR 3.800*] - Count when adoption is finalized and order is entered.

Line 2: Withdrawn by Petitioner [*MCR 2.502, 2.504*] - Count when withdrawn by petitioner before finalization.

Line 3: Dismissed by Court [*MCR 2.502, 2.504*] - Count when dismissed by court before finalization.

Line 4: Transferred (*form MC 316*) [*MCR 2.226, 2.227*] - Count transfers to another court before finalization.

Line 5: Rescission Granted - Count when petition for rescission of a stepparent adoption is granted.

Line 6: Rescission Denied/Withdrawn - Count when petition for rescission of a stepparent adoption is denied or withdrawn.

Line 7: Case Type Change - Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Section H: Miscellaneous Family - Method of Disposition

Report miscellaneous family cases in this section when an order on the petition is entered. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Also include in Lines 7 and 8 the number of personal protection orders subsequently rescinded or issued after denial. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Disposition forms are as follows:

- EM - (forms PC 101, MC 316j, MC 316v)
- ID - (forms MC 74, PC 106, PC 110) Count a petition for transport and/or temporary detention disposed when ex parte order is entered; if the case is reopened by the filing of petition for treatment of infectious disease, count disposed when an order following the hearing is entered.
- NB - (order terminating parental rights)
- NC - (forms PC 52, MC 316j, MC 316v)
- PH - (forms CC 378, CC 380, CC 383)
- PP - (forms CC 376, CC 378, CC 383)
- PW - (form PC 120)
- VF - (form CCFD 21)
- VP - (form CC 384)

Line 1: Ex Parte Request [MCR 2.602, 3.616, 3.706]

Count when a petitioner requests an ex parte order (including orders for transport or temporary detention in ID cases) and the court issues an original order except when the order dismisses the petition or denies the request. Count when the court enters the determination (order) without a hearing in a VF case.

Line 2: Order Issued After Hearing [MCR 2.602, 3.615(K), 3.616, 3.706]

Count when a petitioner requests an order, not ex parte (including orders for transport or temporary detention in ID cases), and the court holds a hearing and issues an original order except when the order dismisses the petition or denies the request. Also count reopened petitions where the court holds a hearing and issues an original order except when the order dismisses the petition or denies the request. Count when the court enters the determination (order) after a hearing in a VF case.

Line 3: Transferred (form MC 316j, MC 316v) [MCR 2.226, 2.227]

Count transfers to another court before adjudication.

Line 4: Dismissed/Denied Ex Parte Request [MCR 2.502, 2.504(B), (E), 3.705(A)(5), (B)(1)]

Count when a petitioner requests an ex parte order (including orders for transport or temporary detention in ID cases) and the court dismisses the petition or denies the request.

Line 5: Dismissed/Denied After Hearing [MCR 2.502, 2.504(B), (E), 3.615(K), 3.705(B)(4), (6)]

Count when a petitioner requests an order, not ex parte (including orders for transport or temporary detention in ID cases), and the court dismisses the petition or denies the request. Also count reopened petitions when the court holds a hearing and dismisses the petition or denies the request.

Line 6: Dismissed by Petitioner [MCR 2.504(A), 3.704]

Count voluntary dismissals by petitioner before an order is entered. Count every petition dismissed by petitioner before the personal protection order is entered.

Line 7: Orders Rescinded [MCR 3.707]

Although personal protection cases are not reported as reopened when a motion to rescind is filed, count the number of orders rescinded.

Line 8: Orders Issued After Denial [MCR 3.705(B)(1)(b), (6)]

Count every **reopened** personal protection case resulting in entry of a personal protection order after hearing.

Line 9: Case Type Change

Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

Section I: Ancillary Proceedings - Guardianships, Conservatorships, Admissions, Mental Commitments - Method of Disposition

Report ancillary proceedings in this section when an order on the petition is entered. Enter in the appropriate lines the number of cases disposed for each of the case type codes. Do not count cases disposed when assigned by the State Court Administrative Office to a judge of another court. **The method of disposition** should be entered in the line representing the highest form of final disposition within the case using the following hierarchy:

Line 1: Granted (forms PC 564, PC 631, PC 653, PC 660, PCM 205, PCM 214, PCM 214a, PCM 239) [MCL 330.1468, 330.1469a, 330.1470, 330.1472a, 330.1498n, 330.1498o, 330.1511, 330.1515, 330.1518, 330.1519, 330.1520, MCL 700.5406 et seq.] - Count each petition for guardianship or conservatorship when granted. Count each initial order issued on a petition for commitment/treatment/hospitalization or judicial admission. Do not include second or continuing orders. Count each order dismissing an objection to hospitalization of a minor or administrative admission of a developmentally disabled person. Do not count orders appointing temporary guardian of incapacitated individual.

Line 2: Denied - Count each original petition for guardianship, conservatorship, commitment/hospitalization/treatment, or admission denied. Do not include orders on petitions for second or continuing commitment/hospitalization/treatment.

Line 3: Transferred (form MC 316j, MC 316v, or PC 608) [MCR 2.226, 2.227, 5.128, MCL 700.1303] - Count each guardianship, conservatorship, mental commitment/hospitalization/treatment, or judicial admission petition transferred to another court.

Line 4: Withdrawn by Petitioner/Dismissed (forms PCM 205, PCM 214, PCM 214a, PCM 239) [MCL 330.1468, 330.1469a, 330.1470, 330.1472a, 330.1498n, 330.1498o, 330.1511, 330.1515, 330.1518, 330.1519, 330.1520] - Count each guardianship or conservatorship petition withdrawn by the petitioner before the issuance of an order of appointment. Count each petition for guardianship, conservatorship, mental commitment, or judicial admission dismissed by the court (includes situations where the individual agrees to voluntary commitment). Count each order sustaining an objection to hospitalization of a minor or administrative admission of a developmentally disabled person.

Line 5: Deferred (form PCM 235) [MCL 330.1455(5)] - Count each request to defer hearing on a petition for commitment/hospitalization/treatment.

Line 6: Case Type Change - Count when a case type code is changed after a case has already been reported to the State Court Administrative Office as a new filing under another case type code.

CIRCUIT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

General Reporting Instructions: Case age measurement occurs at different stages of a case depending on the case type. Refer to the specific instructions to determine the measurement criteria for each type of case. **Except as otherwise noted, disposition is based on the definitions in Part 2.**

Cases included in a pilot project may be subject to different caseload reporting instructions if those instructions are established in a Memorandum of Understanding between the court and the State Court Administrator.

Each judge of a court shall report his/her case data individually by bar number (including cases that are handled by referees). When cases from a judge's caseload are assigned to a judge of another court by the SCAO, the court must still report them; however, it is at the court's discretion whether they report assigned cases under the bar number of the original judge or under the bar number of the assigned judge. Do not report them under both. For any case that is reassigned internally, the court must report the case under the bar number of the judge to whom it is assigned at the time of the case is disposed, or under the bar number of the judge to whom it is assigned if the case remains pending at the end of the reporting period.

Cases that have been reported disposed under "Inactive Status" (as defined by that line in Part 2 of the caseload instructions) **are not adjudicated and shall not be reported on these case age reports under either the column for pending or for disposition.** After a case that has been on "inactive status" qualifies for reporting as "reopened" based on the instructions in Part 1, it must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year; however, when calculating the age of the case, **subtract the time that particular case was out of the court's control on "inactive status."**

Inactive Status defined: A case is on "inactive status" when it has been disposed as inactive based upon the guidelines in Part 2. "Inactive status" is available only to cases reported in Sections A, B, C, D, and E. Delays caused for any other reason shall not be subtracted from the time. As stated previously, the age of a case while on **inactive status** shall not be reported under columns for pending or for disposition.

In all other situations when a case (except DL, TL, and NA case types) is reopened, it must be reported on these case age reports as either pending or disposed according to its status as of December 31 of the reporting year with the age calculated by **subtracting the time from the original disposition of that particular case to the reopen date.**

For DL and TL cases, when an apprehension order is issued before disposition occurs, the case shall not be reported on these case age reports under either the column for pending or for disposition. Once a juvenile has been apprehended, the case must be reported on these case age reports according to its status as of December 31 of the reporting year. When calculating the case age, subtract any time that particular case was out of the court's control on "inactive status" before adjudication and subtract the time from the issue date of the post adjudication apprehension order until the date of the juvenile's first court appearance after the juvenile was apprehended.

Although case type codes are organized in groupings, cases associated with each case type code are to be reported separately throughout this entire report. For example, although AA, AE, AL and AP are combined, AA cases should be reported under its own column, AE cases should be reported under its own column, etc.

NOTE: Except for DL, TL, DJ, and NA case types and Section I, disposed cases reported in Part 4 must equal disposed cases reported in Part 2 less cases disposed by methods "Inactive Status" and "Case Type Change," and pending cases reported in Part 4 must equal ending pending cases calculated from the data provided in Parts 1 and 2.

CIRCUIT COURT CASELOAD - PART 4: CASE AGE AT DISPOSITION AND PENDING CASE AGE

SECTION G: ADOPTIONS

Measurement begins on the date of the filing of the petition for adoption and is completed when disposition (as defined in Part 2, Section G) occurs; specifically when the order of adoption is entered.

Line	CASE TYPE	AB, AC, AD, AF, AG, AM, AN, AO, AY*
1	Disposed 0-287 Days	
2	Disposed 288-364 Days	
3	Disposed +364 Days	
4	Pending 0-287 Days	
5	Pending 288-364 Days	
6	Pending +364 Days	

When reporting case age, report numbers individually for each case type.

Line 1: Count the number of petitions disposed within 287 days.

Line 2: Count the number of petitions disposed from 288 to 364 days.

Line 3: Count the number of petitions disposed after 364 days.

Line 4: Count the number of pending petitions with an age through 287 days.

Line 5: Count the number of pending petitions with an age of 288 to 364 days.

Line 6: Count the number of pending petitions with an age over 364 days.

*Do not include petitions for **rescission** here. Use Lines 7 through 10 below instead.

Measurement begins on the date of the filing of the petition for **rescission** and is completed when disposition (as defined in Part 2, Section G) occurs.

Line	CASE TYPE	AY
7	Disposed 0-91 Days	
8	Disposed +91 Days	
9	Pending 0-91 Days	
10	Pending +91 Days	

Line 7: Count the number of petitions disposed within 91 days.

Line 8: Count the number of petitions disposed after 91 days.

Line 9: Count the number of pending petitions with an age through 91 days.

Line 10: Count the number of pending petitions with an age over 91 days.